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Hoff.



7. *Statutes*

Statutes and Rules, FOR THE GOVERNMENT OF THE SHEFFIELD GENERAL INFIRMARY.

APPROVED AND CONFIRMED BY A GENERAL MEETING OF
THE GOVERNORS, DULY CONVENED, AND HELD IN THE
BOARD ROOM, ON THURSDAY, MAY 13, 1813.

Published by Order of the Governors.

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STATUTES AND RULES

FOR

THE GOVERNMENT

OF THE

Sheffield General Infirmary.

1. THAT this Charitable Institution be distinguished by the Name of the SHEFFIELD GENERAL INFIRMARY, and that the Matters relative thereto be under the direction of Trustees and Governors, as hereinafter specified.

2. That a Society be formed consisting of President, Vice-Presidents, Trustees, Governors, and such Officers as may be deemed necessary.

TRUSTEES.

3. That the Trustees of this Charity be the Gentlemen who were appointed Trustees thereof by the original Subscribers to the Institution, in conformity with the Deed of Trust executed for

that purpose. That any Property which does at present, or may hereafter belong to this Charity, and which shall, by the Governors of the same, be judged proper to be placed in the Public Funds or on any real security, or applied for the purchase of Land, or otherwise appropriated, be vested in the said Trustees.

4. That the Property so vested be, nevertheless, subject to the controul of the said Governors, and to any appropriation by them to any uses whatever for the Benefit of the Charity, at any special general Board, to be regularly called for that purpose, agreeably to the following Rules.

GOVERNORS.

5. That all Benefactors of Twenty Guineas or upwards, at one or two Payments, either before or since the opening of the Charity on the 4th of October, 1797, be Governors during life.

6. That the original Subscribers to the Charity, as well as those who have subscribed since the opening thereof, whose contributions were less than Twenty Guineas, may supply the deficiency by an additional Subscription, and thus become Governors for Life.

7. That all Subscribers of Two Guineas or more annually, be Governors during payment of the same.

8. That the Physicians and Surgeons of the Infirmary be Governors, so long as they respectively retain their office.

THE WEEKLY BOARD, OR COMMITTEE CONSTITUTING THE SAME.

9. That a Committee of Sixteen Governors be chosen at the ensuing Anniversary, in October, 1813, Eight of whom shall go out on the following Anniversary, and Eight new Members be elected in their place; and that this mode be adopted annually, in order to perpetuate a succession of new Members. The said Committee to constitute a Weekly Board, who shall meet every Friday, at Eleven o'Clock in the Forenoon, at the Infirmary, to regulate the Admission and Discharge of Patients, aided by Advice of the Faculty; to receive the reports of the House-Visitors and others, as stated in the following Rules; to make Contracts with Tradesmen; to decide on the best mode of purchasing provisions, goods, and other things from time to time; to determine on whatever may relate to the internal Management and Economy of the House; to attend to the Funds, Subscriptions, Letting of Lands, Ex-

penditure and general Interests of the Infirmary; to receive and pass all necessary Accounts; to order Payments; to prepare whatever may be necessary to be submitted to the General Boards; to carry into Effect the Resolutions of the said Boards; and to transact all such other business as in the ordinary course of the Management and Economy of the House, may be deemed necessary. And that not less than two of the Members of the Committee, with the Chairman, be competent to transact any business, except the Admission and Discharge of Patients, and ordering the necessary Provisions of the House. And that this Committee be open to all the Governors of the Infirmary.

10. That any Number of Subscribers of One Guinea annually, may be nominated by any Weekly Board to assist as House-Visitors, as hereafter-mentioned, and to form a part of the said Board; and that they be entitled to the same privileges as Subscribers of Two Guineas annually, so long as they continue to act as Visitors or Members of the said Board.

THE CHAIRMAN OF THE WEEKLY BOARD.

11. That the Weekly Board shall choose from among the Governors, their own Chairman, who shall preside at all their Meetings.

GENERAL BOARDS.

12. That a General Board be held at the Infirmary at four stated periods in every Year; viz. on the Fridays preceding the 25th of March, the 24th June, the first Wednesday in September, and the Friday preceding the 25th of December, at Twelve o'Clock in the Forenoon of each Day, to receive the Reports of the Weekly Boards, to inspect all Accounts and transact any other necessary business belonging to the Charity. And that not less than five Governors be competent to transact business.

13. That the General Board, to be held the first Wednesday in September in every Year, be considered as the principal Meeting for the transaction of business, and that at this Board a Report of the state of the Charity be ready to be submitted to the Governors then present, and that after it has been sanctioned by them, the same be immediately printed, and sent to each of the Subscribers previous to the Anniversary Meeting.

14. That the power of making, altering or repealing Laws, as well as that of electing and removing Officers, be vested in the General Boards only, proper Notice being previously given in the Sheffield Newspapers, agreeably to the following Rules.

SPECIAL GENERAL BOARDS.

15. That special General Boards of Governors may also be called for the purpose of transacting any Business not clearly defined by the Statutes of this Charity.

16. That the President, or any of the Vice Presidents, or any Twelve of the Governors, or any Weekly Board have a power to convene a special General Board, on giving fourteen Days Notice at least in the Sheffield Newspapers.

17. That the business intended to be brought forward at such special General Boards, be clearly expressed in the Advertisement for calling the same.

ANNIVERSARY MEETING.

18. That an Anniversary Meeting of all the Subscribers and Benefactors, as well before as since the opening of the Charity, be held at the Infirmary, at Twelve o'Clock on the first Wednesday in October in every Year, to commemorate the opening of this Benevolent Institution, which was on the first Wednesday in October, 1797.

19. That the President, Vice Presidents, Trustees, and principal Officers of the Charity, and all Subscribers and Benefactors, living at a distance from Sheffield, be invited by Letter to

attend the said Anniversary; and that all other Governors, Subscribers and Contributors, have Notice given thereof by Advertisement in the Sheffield Newspapers, at least fourteen Days preceding the said Meeting.

20. That at the said Anniversary Meeting, a Report of the state of the Charity, of the Receipts and Payments, of the number of Patients admitted and discharged within the Year, and also an Abstract of all the proceedings of the General Boards be read over. After which the Subscribers in general, and Benefactors of Ten Guineas and upwards, present, shall proceed to the Election of a Committee of Governors to constitute the Weekly Board; viz. of sixteen Governors on the Anniversary in 1813, and on every successive Anniversary of eight new Governors in the place of those eight who shall go out by rotation. And immediately after the said Election, it shall be proposed to the Friends of the Charity publicly to dine together.

COMMITTEE OF ACCOUNTS.

21. That at the General Board held in June, a Committee of at least Three of the Governors, be appointed to assist the Secretary and Auditors in drawing out the Annual Report.

CHAIRMAN OF THE BOARDS AND MEETINGS.

22. That the President, or in his absence, one of the Vice Presidents, be Chairman of all the Boards and Meetings of the Subscribers; and that in their absence the Subscribers present do appoint their own Chairman, who shall have a casting voice, besides any vote or votes, to which he may be entitled as a Governor.

23. That the Chairman do propose all Questions, and that every person in speaking do address himself to him; and if any difference in opinion should arise on any Question the same to be fairly stated by him, and determined by Ballot, if demanded by three Governors present. That he do not refuse to propose any Question nor adjourn nor dissolve any Board or Meeting, without the consent of a Majority of the Governors present, until the Business thereof be closed, and should he violate the said Rule, the Governors present may constitute another Chairman, who shall act in conformity thereto.

PROCEEDINGS OF THE BOARDS.

24. That the proceedings of every Board be fairly registered by the Secretary, and signed by the Chairman of the said Board.

25. That at every Weekly Board the Orders and Resolutions of the last Weekly

Board, and at every General Board, the Resolutions of the last General Board, and those of the intermediate Weekly Boards, since the last General Board, be read over before any other Business be entered upon.

Appointment of Officers and Servants.

TREASURERS.

26. That one or more of the Governors be elected Treasurer, or Treasurers, at the General Board held in September every Year, and that he or they give such security as the said General Board may require, for the faithful discharge of his or their duty in every respect: and that in case of a vacancy before the end of the said Year, the same be supplied by a special Board to be called for that purpose, fourteen days Notice being given thereof in the Sheffield Newspapers, by the Weekly Board.

27. That all Subscriptions, Benefactions and Legacies be paid into the hands of the said Treasurers, who shall pay all such sums of Money as shall be ordered to be paid by any Weekly, General, or special General Board; such

Order being first signed by the Chairman, and countersigned by the Secretary.

PHYSICIANS AND SURGEONS.

28. That no more than Three Physicians and Three Surgeons in ordinary be Elected, who shall engage to attend the Charity gratuitously, and that each of them have the same privileges as Annual Subscribers of Two Guineas, exclusive of those which they may possess as Benefactors to the Charity.

29. That when any vacancy shall happen in the Office of Physician or Surgeon, the Weekly Board, if there shall be Three regular Physicians and Surgeons resident in the Town, shall summon a special Board to fill up the same, giving at least Twenty-eight Days Notice thereof in the Sheffield Newspapers.

30. That the Physicians and Surgeons of this Charity remain in their Office so long as they shall continue to discharge their respective Duties.

31. That such Physicians and Surgeons of the Infirmary as shall have remained in Office Twenty Years or upwards be, on their Resignation, of right Physicians and Surgeons extraordinary of this Charity.

32. That the province of Physicians and Surgeons extraordinary be exclusively confined to consultations of the Faculty, to which they may be called in ; but that they do not interfere with the Practice of the Infirmary in any respect.

APOTHECARY, SECRETARY AND MATRON.

33. That an Apothecary, Secretary and Matron be appointed by a General Board, and that as often as any vacancy shall happen in any of the said Offices, the same shall be filled up by a General Board, not less than Twenty-one Days Notice thereof being previously given by the Weekly Board in the Sheffield Newspapers. The Weekly Board to appoint a Person to perform the Duties of the said Office until the Election takes place.

NURSES AND SERVANTS.

34. That such Nurses and other Servants as may be necessary, be appointed, suspended and removed at the discretion of the Weekly Board.

VOTING AT ELECTIONS.

35. That all Elections and Questions be decided by Ballot, if required by Three Governors present.

36. That when a Ballot is taking, every Governor subscribing Two Guineas Annually, or who has given a Benefaction of Twenty Guineas or more, shall have one Vote; and every Annual Subscriber of Five Guineas or Benefactor of Fifty Guineas or more shall have two Votes. And that Governors living at fifteen miles distance may by writing appoint any Governor to vote for them at any General Board.

37. That Ladies, qualified as above stated, may vote by Proxy at Elections, provided they appoint a Governor of the Charity for that purpose.

38. That no Subscriber have a Vote whose Subscription is in arrear, or who has not been a Subscriber for the space of one Year from the time of his Name being entered upon the List of Subscribers.

39. That all Subscriptions be considered as becoming due on the 24th of June in every Year, at which time the Year is supposed to commence, and that all Subscriptions be deemed to take place at the Midsummer preceding the time of Subscribing, and to become due at the Midsummer following.

ADMISSION AND DISCHARGE OF PATIENTS.

40. That sick and lame Paupers of all Countries and Denominations be entitled to Admission into this Infirmary.

41. That all Patients be admitted and discharged by the Weekly Board, on Fridays only, betwixt Eleven and One o'Clock.

42. That no person be admitted a Patient unless recommended by a Subscriber or Benefactor, properly qualified, except in cases of urgent necessity or Accidents, or during the time that the Weekly Board are fitting, when they have the power of admitting without any Recommendation whatever.

43. That every Annual Subscriber of One Guinea, and every Benefactor of Ten Guineas have a right to recommend one Out-Patient within the Year.

44. That every Annual Subscriber of Two Guineas, and every Benefactor of Twenty Guineas may recommend one In and two Out-Patients, within the Year.

45. That the head Officer of any Body Corporate, Society, Parish or Township, Subscribing Three Guineas Annually, have a right of recommending one In and two Out-Patients during the Year, provided they engage that they shall not become chargeable to the Parish of

Sheffield, on account of their becoming Patients of this Infirmary.

46. That the Year is supposed by Rule to commence every Midsummer Day, and not from the time of Subscribing; consequently at the Midsummer following all power of recommending within any one Year ceases.

47. That no Patients who are able to provide their own subsistence and pay for attendance, Medicines and Dressings; nor Apprentices, except their Masters be unable to provide for them, or except seven shillings per Week be paid by some Person for their Board, be admitted into the House. And that no Person be admitted or remain as an In-Patient, who may receive equal Benefit by being an Out-Patient.

48. That no Woman big with child, no Child under six years of Age, (except in urgent or particular cases, such as fractures, cutting for the stone, amputations, couching, trepanning, or where some other surgical operation may be required;) no Persons disordered in their senses, subject to epileptic fits, suspected to have the small-pox, measles, itch or other infectious distemper, having habitual ulcers, or the venereal disease (except in such cases as may be deemed proper by the Faculty,) nor those suspected to be in a consumption, or a dying condition, or

who are supposed to be incurable, be admitted as In-Patients, or if admitted inadvertently be allowed to continue.

49. That Soldiers of every denomination, when embodied, may be admitted as In-Patients, provided any one will undertake to pay their subsistence money, during their continuance in the House.

50. That Soldiers on Furlough having no Officer or Friend to engage for them, may be admitted at the discretion of the Weekly Board.

50. That Paupers, having received pay from any Parish, Township or place to which they belong, within three Months from the time of their application, be not taken into the House, unless the head Officer of such Parish, Township, or place, be an Annual Subscriber of Three Guineas on behalf thereof, or except three shillings and sixpence per Week be paid for their subsistence, respectively, so long as they remain in the House.

51. That a Letter, signed by the Secretary, be sent to every Person recommending a Patient, signifying whether such Patient be admitted, postponed or rejected: and that similar Notice be given to the Person when the Patient is discharged, stating the reason why such Person is discharged. (*For the Forms see the Appendix.*)

52. That every Letter of Recommendation be delivered to the Chairman of the Weekly Board, by the Patient recommended, who is to attend at the Infirmary by Eleven o'Clock on any Friday Morning; and that the Chairman do order the Letters of the Medical Patients to be delivered to the Physician of the Week, and those of the Surgical Patients to the Surgeons of the Week.

53. That when Patients who are duly recommended and qualified cannot be admitted for want of room in the House, their Names be entered in a Book for that purpose, and received on the first vacancy into the Infirmary, in the order in which their Names are entered; except in cases of much greater urgency and necessity, which is to be determined by the Weekly Board, respect being also had to those who live at the greatest distance, and to the Recommendation of those who have sent no Patients within the current Year; and in the mean time that they be treated as Out-Patients.

54. That all Patients be discharged at the expiration of two Months from the time of their Admission into the House, except their Physician or Surgeon recommend to the Weekly Board that they continue longer from the prospect of a cure, or of their receiving further Relief.

55. That any Subscriber or Benefactor, may, by Letter addressed to the Weekly Board, appoint a Proxy to recommend Patients in his Name.

56. That it be recommended to Patients, when cured, to return Thanks for the same in their respective places of Public Worship, agreeably to a printed Form to be delivered to them.
(See the Appendix.)

MISCELLANEOUS RULES.

57. That the Clergy of the Established Church, (and also the dissenting Ministers, in Sheffield) and in all Market Towns within twenty Miles thereof, be annually requested by Letter, to be sent them some time in the Month of May, signed by the Chairman of the Weekly Board, to preach Sermons in the Months of June, July or August in every Year, as may be most convenient to themselves, for the benefit of this Charity.

58. That a suitable number of Beds be always ready for the reception of those who may from any dreadful Accidents have occasion for immediate Relief, but if such Patients be able to pay the expences incurred by their Admission, or for the Attendance given them by the Faculty, they be accordingly charged therewith.

59. That Poor Boxes having each three Locks, be fixed in convenient Places, and that one of the keys thereof be kept by the Chairman of the Weekly Board, and the two others by two of the Members of the Weekly Board; and that the same be opened from time to time, by and under the direction of the said Weekly Board, and that the Money found therein be appropriated to the benefit of the Charity.—That Persons dispos'd to contribute by Will, to this Charity, be requested to use the Form for that purpose in the Appendix.

60. That no Officer, Servant, or other Person belonging to the Infirmary do, on any account whatever, receive any Fee, Reward or Gratuity from Tradesmen or Strangers, or from Patients, their friends or others, for any services which have been, or may be rendered by them on account of the Charity.

61. That a Board be placed in some conspicuous situation, giving Notice to strangers or Visitors that none of the Servants of the Infirmary are to receive any Fee or Gratuity.

62. That no Patient, or any Person on their behalf, do offer such Fee, Reward or Gratuity to any one, on pain of Expulsion.

63. That the Secretary do send a monitory Letter to all whose Subscriptions are two Years

in Arrear, according to the Form in the Appendix.

64. That a fresh Inventory of all Goods, Furniture and moveables of every kind belonging to the Infirmary be taken every Year, immediately after Midsummer, by the direction of the Weekly Board; one copy of which to be delivered by the Secretary to the Auditors, the other to be kept by the Matron; and that the same be submitted to the stated General Board in September in every Year, by the Auditors, signed with their Names, after they have examined and compared it with the preceding Year, and with the Accounts of what has been purchased since that time.

65. That Tables of all Benefactions and Legacies, of not less than Twenty Guineas each, which have been given and paid, or which may hereafter be given and paid for the use of the Infirmary, be put up in the Board Room, under the direction of the Weekly Board.

66. That all Deeds and Evidences, whether originals or attested Copies thereof, be kept in a Box having two Locks, one of the keys whereof to be in the custody of the Treasurers, the other to be in the custody of the Secretary: the said Box to be guarded from Fire by being kept in an Iron Chest in the Library, and from

other Accidents by being securely fixed in the said Chest.

67. That all Books of Accounts and of the Proceedings of the Charity be lettered on the outside, "Sheffield General Infirmary," and that the same, as well as all other Papers respecting the Institution, be kept in the said Iron Chest, the key whereof to be kept by some Person at the discretion of the Weekly Board.

68. That a Table of the Rules and Statutes respecting the conduct of Attendants, Patients and Servants be hung up in each Ward, and publicly read over once a Week by some Person appointed by the Weekly Board.

THE CLERGY.

69. That the Clergy of Sheffield of the Established Church, be requested to minister to the Patients in the Chapel and in the Wards of the Infirmary, at some fixed convenient Hour; and that the Names of those Clergy who attend be entered weekly in the House Visitors' Book, by the Secretary.

70. That the said Clergy, who regularly minister in Rotation to the Patients in the Infirmary, be entitled to the same privilege of recommending Patients to the Infirmary as Subscribers of Two Guineas annually.

71. That Patients of all denominations and persuasions be attended by their respective Ministers if they desire it.

PHYSICIANS AND SURGEONS.

72. That one Physician and one Surgeon do attend at the Infirmary, by Rotation, every Friday at Eleven o'Clock in the Forenoon, for the purpose of examining those who have been recommended as Patients, of stating their opinions respecting them to the Weekly Board, and of receiving under their care those who may be Admitted.

73. That the Physicians and Surgeons do attend at the Infirmary every Tuesday at Eleven o'Clock in the Morning, to visit their Patients, to hold any necessary Consultations, to signify what Patients ought to be discharged on the Friday following, and to prescribe for the Out-Patients.

74. That the Physicians and Surgeons do visit their Patients as often as they may think proper, and also whenever the Apothecary or Matron shall apprise them of any unforeseen change or event, which may render their Attendance necessary.

75. That none of the greater Operations be performed, except on indispensable occasions,

without a previous Consultation of the Physicians and Surgeons, (to all of whom a written Notice shall be sent by the House Surgeon).— And with a view to the extension of the utility of this Institution, that it be recommended to the Surgeons of this Charity, to admit the Gentlemen of the Profession in the Town of Sheffield and the Neighbourhood, to witness the operations which may be performed at the Infirmary under their own respective choice and selection. But that no one be permitted to attend at any Operation, or to see the Practice of the Physicians and Surgeons without their respective concurrence.

76. That the Physicians and Surgeons do not in any way interfere with the Practice of each other, unless their Colleagues, in the case of any of their Patients, shall request their Advice and Assistance.

77. That all Drugs, Medicines, and Instruments be provided under the direction of the Faculty of the Infirmary, and that every Order for the same be signed by the Physician and Surgeon for the Week, and countersigned by the Chairman of the Weekly Board, previous to its being delivered to the House Surgeon to procure the same.

78. That the Physicians and Surgeons do inspect the said Drugs, Medicines and Instruments once in three Months at least, to see that they are of a good quality and taken particular care of by the House Surgeon and Apothecary, and that they do afterwards report their observations respecting the same to the Weekly Board.

79. That any Physician or Surgeon, who from any cause cannot attend his Duty at the Infirmary do engage some one of his Colleagues to act for him in his Absence.

80. That each Physician and Surgeon have the privilege of introducing three Pupils to see the Practice of the House, but that the Physicians' Pupils be not permitted to see the Practice of the Surgeons, nor the Surgeons' Pupils that of the Physicians, without their respective concurrence.

81. That Pupils be not permitted to continue in the House after the Physicians and Surgeons have left it, without Permission from the Weekly Board.

82. That Pupils not conforming strictly to the Rules of the House, and not behaving with the utmost decency and propriety to the Patients, and regularly in every other respect, be deprived

of the Privilege of attending the Infirmary, by an Order from the Weekly Board.

THE HOUSE SURGEON AND APOTHECARY.

83. That the House Surgeon do fix two Tickets on the Bed of each Patient, the one to specify the Name of the Patient and time of Admission, and also the Name of the attending Physician or Surgeon, or of both ; the other, the Diet prescribed for him or her ; which Tickets are to correspond with the Entries in the Books of the Physician or Surgeon, a Copy of which is also to be delivered to the Matron for her Government.

84. That he carefully prepare and dispense the Medicines prescribed by the Physicians and Surgeons.

85. That he keep a Diet Book, stating all the Patients on each Diet ; which is to be submitted to the Weekly Board every Friday.

86. That he visit the Wards every Morning to enquire particularly respecting the Patients, whether the Medicines have been regularly taken by them, and what Effects have been produced ; and that he report the same to the Physicians and Surgeons.

87. That he visit the Patients at any other

time, when requested by them to attend on any sudden change or emergency.

88. That he report to the Weekly Board every Friday what Patients shall have been received into the House the preceding Week, and how many have been in the House two Months or upwards, and state the number of vacant Beds in each Ward.

89. That, except in cases of Necessity, where the Physicians and Surgeons cannot be consulted, he dispense no Medicines to the Patients without their direction; and that he do not practice out of the House, nor engage in any other Business than that which relates to the Infirmary.

90. That he take care of the Drugs, Medicines, Instruments and Utensils committed to his charge; and deliver to the Weekly Board Bills of all Expences which relate to his Department, on the first Friday in every Month.

91. That he submit, to the Inspection at least of one Physician and one Surgeon belonging to the Institution, all Drugs and medicinal Apparatus of the Shop procured by him under their special Authority, before they are deposited in their common places for future use.

92. That he be never absent when the Physicians and Surgeons usually attend the Infirmary, nor when the Matron is obliged to leave

the House ; that he be at all times within call and inform the Matron where he is to be found, and be as seldom absent as he can avoid ; that he never sleep out of the House, or be absent from his Duty without the special leave of the Weekly Board, and that previous to that being granted he do procure some other Person to officiate for him in his absence, who shall have been approved of by the Faculty.

93. That Gentlemen, offering themselves Candidates for the Office of House Surgeon, be required to send a Certificate of their Qualifications to the Secretary at least fourteen Days previous to the Election.

SECRETARY.

94. That he be present at all Boards and Public Meetings, at the Hours appointed for holding the same, to register all Proceedings ; and that he be always ready to produce all Books and Accounts belonging to the Institution, which are to be most accurately kept and fairly written.

95. That he enter in a suitable Book, on every Friday during the sitting of the Weekly Board the Names of all the Patients admitted and discharged during the current Week ; specifying the Party by whom recommended, the place of

*their Residence and Occupation, their Age, Disease, and in what state discharged ; and that he write all the official Letters and Notices, and transact all other common and contingent Business of the said Board.

96. That he inform the Chairman of the Weekly Board of whatever relates to the Subscriptions and Benefactions, and of all changes which may have taken place therein, and of all other Matters which may have any Connexion with, or Relation to the Charity.

97. That he faithfully execute whatever orders he may receive from any General, Special, or Weekly Board ; that he assist the Auditors in checking the Accounts, and that he take an Inventory annually of whatever may belong to the Charity, under the direction of any Weekly Board.

98. That he shall give a written Notice every Week to the Physician, Surgeon, Clergy and House Visitors who are to attend the following Week.

MATRON.

99. That the Household Goods and Furniture be under the care of the Matron, and that she be at all times prepared to render an Account

of them agreeably to the Inventory delivered to her by the Secretary.

100. That she keep a daily Account of all Provisions and Necessaries that come into the House, and submit the same to the Weekly Board every Friday; that none be purchased without her order, that she strictly examine whether there be the quantity charged, and whether the quality be good; that she alone keep the Keys of them, and deliver them out in a certain suitable quantity at a time; and that she do not suffer any of them to be wasted, improvidently used, purloined or carried from the Infirmary, nor any Liquors or Provisions to be brought to the Patients except such as are provided by the House.

101. That she visit the different Wards and Offices daily and superintend all the Patients and Servants, who are to be obedient to her; that she treat the Patients with good Nature and Humanity, and insist on all the Servants doing the same; that she see that the Wards, Beds, and Cloaths, Linen and all other Furniture and things, in the House, be kept exceedingly clean; that every In-Patient have clean Sheets when admitted, and that they be changed as often as the Faculty may think proper to direct.

102. That she order the Nurses and Servants to scour the Wards with Soap and warm Water or Ley every Thursday before Nine o'Clock in the Morning, and mop betwixt the beds every Morning, and keep them very clean by sweeping them daily, but that they be not permitted to use any Sand.

103. That she employ any of the Patients, who are able to do the Work of the House, in assisting the Nurses or Servants, having previously obtained Permission from their Physician or Surgeon for that purpose.

104. That she keep a Diet-Book stating particularly the number of Patients on each Diet, which is to be presented to the Weekly Board every Friday; and that she take care that the Diet be properly prepared by the Cook, and regularly served up to the Patients, agreeably to the Prescription of the Faculty.

105. That she visit each Ward every Morning and Evening, and have the Names of the Patients called over; and enquire whether they have their Medicines regularly administered, and whether they be well treated by the Nurses:— That she inform the Gentlemen who act as House Visitors of those whom she found absent without leave, and also of every other particular

which she may find amiss ; that she be always ready to attend them to the different Wards ; and that when they enter therein she immediately withdraw.

106. That she have the care of all the Keys of the Infirmary, and order the outer Doors to be locked at Nine o'Clock every Evening from Michaelmas to Lady-Day, and at Ten in the Evening from Lady-Day to Michaelmas.

107. That she take care that all the Patients and Servants, of every description, observe strictly the Rules of the House, and that if they do not she inform the House-Visitors or the Weekly Board thereof.

108. That she do not receive any Patient into the Infirmary, except on sudden Emergencies, without the special Licence of the Weekly Board.

109. That she take care of the Effects of any of the Patients who may die, and report the same to the next Weekly Board, that they may be given to the person to whom they legally belong.

110. That she never be absent at any time when the Apothecary is not in the Infirmary, and that she never sleep out of the House, except by Permission of the Weekly Board.

THE HOUSE VISITORS.

111. That two Subscribers be appointed House Visitors every Friday, by the Weekly Board, for the ensuing week, and that due Notice of such Appointment be given by the Secretary to each of the Parties.

DUTIES OF THE HOUSE VISITORS.

112. That the House Visitors enquire of the Patients whether the Physicians, Surgeons, Apothecary, Matron, Nurses and Servants have attended them agreeably to the Rules of the Hospital; whether Prayers have been duly read; whether the Provisions were good and have been properly weighed and distributed; that on their return from visiting the Wards, the Matron, Nurses and Servants, be ready to attend them, to answer all their Questions; that the Visitors enquire of them whether the Patients have been guilty of swearing, drinking, indecent or irregular Behaviour; whether any Provisions have been carried out of the House or brought in clandestinely; that they view the Provisions with which the House is supplied, and that they examine whether the Rules and Orders of the House have been observed,

PORTER.

113. That he allow no In-Patient to go out until he be certain that leave has been obtained from the House Surgeon and Apothecary, or the Matron, for that purpose.

114. That he inform the Matron of all Strangers who may visit the Infirmary.

115. That whenever he is absent on Business, another Person be appointed to attend the Gate or Door until his return.

116. That he attend all the Meetings of the Governors, and execute faithfully their Orders, as well as those of the House Surgeon and the Matron, to whom he is to be obedient in doing whatever Work of the House they may at any time direct.

NURSES AND SERVANTS.

117. That they obey the House Surgeon and the Matron as their Master and Mistress; behave with kindness to the Patients; with the utmost civility to all Strangers; and that they withdraw when the House Visitors enter the Wards.

118. That they scour their respective Wards with Soap and warm Water, or Ley, every Thursday, before Eight o'Clock in the Morning

from Lady-Day to Michaelmas, and before Nine in the Morning from Michaelmas to Lady-Day; and that they mop them every Monday, and keep them very clean by sweeping them daily at the same Hours (but that no sand be allowed to be used); and that they carry up Breakfast to the Patients with all convenient speed after the Wards are cleansed.

119. That they suffer no dirt or tow to remain in the Wards or to be thrown out of the Windows or down the Water Closets, but that they carry them immediately to the place appointed for the same.

120. That they do not allow any Cloaths belonging to any one, to be hung out of the Windows.

121. That they open one or more of the Windows in every Ward in the day time, except ordered otherwise by the Faculty.

122. That they carry as soon as possible the empty Vials, Gallipots, &c. into the Shop, and give the Medicines prescribed by the Faculty with the utmost care and exactness.

123. That if any of the Patients be taken particularly ill in the Night, they do forthwith call up the House Surgeon to render them Assistance.

124. That they inform the House Visitors, House Surgeon, or the Matron, of any improper conduct of the Patients, or of any thing amiss in any other respect.

125. That, without the consent of the House Surgeon or the Matron, they permit no Stranger to enter the Wards, nor any Visitors to the Patients to remain in them more than half an Hour; that no young Children be allowed to be brought into the Wards, and that without leave as above the Patients themselves be not suffered to leave the Wards, or the Hospital.

126. That they receive from no Stranger or Patient any Fee or Reward for any Service; that they be faithful and frugal, and never permit any of the Victuals to be purloined.

127. That Nurses and Servants, not observing strictly these Rules, be immediately discharged.

IN-PATIENTS.

128. That they strictly observe the directions of their Physicians and Surgeons, and also of the House Surgeon, the Matron and the Nurses.

129. That no Patients go out of the Infirmary without the Permission of their Physician.

or Surgeon, which must be previously signified to the House Surgeon or the Matron.

130. That no Male Patients go into the Women's Wards, nor Female Patients into the Men's Wards, without leave of the House Surgeon or the Matron.

131. That the Patients do seriously attend to the Prayers, which will be daily read; that they do not swear, pilfer or tell Lies, (most heinous sins in the eye of Almighty God,) and that they do not behave rudely or indecently to any one.

132. That they do not play at Cards or any other game, within the Walls of the Infirmary; and that they do not smoke Tobacco without Permission from the Faculty, which must be first signified to the House Surgeon or the Matron.

133. That they wash themselves very clean every Morning and that those who have not brought with them do procure, if possible, a change of Linen.

134. That such Patients as are able to work, do, by the consent of their Physician or Surgeon, assist the Nurses and other Servants in doing any Business which may be assigned them by the House Surgeon or the Matron, such as

nursing the Patients, washing and ironing Linen, cleaning the Wards, &c.

135. That they do not receive from any Persons, who may come to visit them, Liquors or Provisions of any sort whatever.

136. That no Relation or Friend be admitted to visit any of the Patients, except between the Hours of Two and Five o'Clock in the Afternoon ; those only excepted who live at a greater distance than seven Miles from the Infirmary.

137. That they do return public Thanks to Almighty God in their respective place of Divine Worship on their recovery.

OUT-PATIENTS.

138. That they attend at such times as their Physicians or Surgeons shall order, and if they do not, without assigning a sufficient reason, they be discharged at the discretion of their respective Physician or Surgeon.

139. That they receive no fresh Medicines, until those which they may not have taken be returned, together with their Gallipots, Vials, &c. all well cleaned.

140. That they do not loiter about the Infirmary or Avenues leading thereto, but come

and return without delay as soon as their Business is done.

141. That when discharged for irregularity, or disorderly behaviour, they be not again admitted on any account, except in Cases of Accident, or some sudden Emergency.

APPENDIX.

FORM OF A LETTER TO BE SENT TO A SUBSCRIBER ON HIS BEING CHOSEN HOUSE VISITOR.

Sheffield General Infirmary.

SIR,

I am directed by the Weekly Board, now sitting, to inform you, that together with Mr. you are appointed House Visitor for the ensuing Week.

I am, Sir,

Your most obedient humble Servant,

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SECRETARY.

FORM OF A LETTER GIVING NOTICE TO THE PHYSICIAN OR SURGEON, THAT ACCORDING TO ROTATION HE IS REQUESTED TO BE IN ATTENDANCE TO ADMIT PATIENTS ON THE FRIDAY IN THE ENSUING WEEK.

SIR,

I am directed by the Weekly Board, now sitting, to inform you, that according to Rotation you are requested to attend the Infirmary on Friday next, at Eleven o'Clock, to examine and admit the Patients who may be recommended by the Governors.

I am, Sir,

Your most obedient humble Servant,

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SECRETARY.

FORM OF A LETTER TO BE SENT TO THE VISITING CLERGY, INFORMING THEM OF THEIR TURN IN ROTATION TO MINISTER TO THE PATIENTS.

REV. SIR,

I am directed by the Weekly Board, now sitting, to request your attendance, according to Rotation, in the ensuing Week to minister to the Patients.

I am, Rev. Sir,

Your most obedient humble Servant,

* * * *

SECRETARY.

FORM OF A LETTER OF RECOMMENDATION FOR IN OR OUT-PATIENTS:

Gentlemen,

I recommend to your Examination A. B. of the Parish of whom I believe to be a real object of Charity, and desire may be admitted an Patient of the Infirmary, if a proper object.

To the Weekly Board of Governors of the
Sheffield General Infirmary.

N. B. The said Letter of Recommendation must be delivered to the Weekly Board, at the Infirmary, any Friday, at or before Eleven o'Clock in the Forenoon:

FORM OF AN ANSWER WHEN A PATIENT IS ADMITTED.

SIR,

By order of the Weekly Board now sitting, I am to inform you, that recommended by you, is admitted an Patient of the Infirmary.

PERSONS DISPOSED TO CONTRIBUTE BY WILL TO THIS INFIRMARY, ARE REQUESTED TO USE THE FOLLOWING FORM.

I give and bequeath unto A. B. and C. D. the sum of upon Trust, and to the Intent that they or either of them, do pay the same to the Treasurer or Treasurers for the time being, of a Body or Society, who call themselves the Governors of the Sheffield General Infirmary, which said sum of I direct to be paid out of my personal Estate, and desire it to be applied to the Charitable uses of the said Infirmary.

FORM OF A LETTER TO BE SENT TO THOSE WHOSE SUBSCRIPTIONS ARE IN ARREAR.

SIR,

In conformity with the Rules of this Institution, I beg to acquaint you, that it appears by the Treasurer's Book that your Subscription of per Annum, due at Midsummer last, has not yet been received.

The Weekly Board therefore request that you will be pleased to pay it to our present Treasurer, and excuse this Application, which is similar to the constant Practice at other Infirmaries in like cases.

FORM OF RETURNING THANKS AT CHURCH OR CHAPEL, FOR
HAVING RECEIVED A CURE AT THE SHEFFIELD GENERAL
INFIRMARY.

A. B. begs to return sincere and humble
Thanks to ALMIGHTY GOD, for having received a Cure, at the
Sheffield General Infirmary,

PRINTED BY J. MONTGOMERY, SHEFFIELD.

